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COMNAVAIRLANT/
COMNAVAIRPACINST 1306.18D
NAVAIRLANT N422C/
NAVAIRPAC N422C

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COMNAVAIRLANT/COMNAVAIRPAC INSTRUCTION 1306.18D

Subj: MANAGEMENT PROCEDURES/POLICY FOR SEA OPERATIONAL
DETACHMENT (SEAOPDET)

Ref: (a) COMNAVAIRLANT/COMNAVAIRPACINST 3050.1B
(b) BUPERSINST 1610.10
(c) PAYPERSMAN, Pg. 1-226
(d) NAVCOMPTMAN 042481
(e) UCMJ Article 123A
(f) BUPERSINST 1430.17E

1. Purpose. To promulgate policy for the management of SEAOPDET. Due to extensive revision, individual paragraph markings have been omitted. This instruction should be read in its entirety.

2. Cancellation. COMNAVAIRLANT/COMNAVAIRPACINST 1306.18C

3. Background. SEAOPDET is a program designed to improve the quality of technicians in the Aircraft Intermediate Maintenance Department (AIMD) during aircraft carrier (CV/CVN) deployments. To implement this program, a sea duty Unit Identification Code (UIC) is established at each shore Aircraft Intermediate

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Maintenance Department (AIMD) which supports carrier-based aircraft. Manpower Authorizations (MPAs) for the SEAOPDETs and shore/CV/CVN AIMDs are tailored to reflect COMNAVAIRLANT/COMNAVAIRPACINST 1306.18D operator/apprentice billets in the SEAOPDETs and maintainer/journeyman billets in the shore/CV/CVN AIMDs.

4. Discussion. SEAOPDET is designed to utilize "A" school graduates as apprentice/bench operators in the performance of intermediate level maintenance on aircraft components and the operation of related support equipment. After an initial operator tour, these individuals shall be provided the opportunity to reenlist for duty in the shore AIMD and receive the required training to upgrade their expertise to the journeyman/bench maintainer level.

NOTE: This instruction does not apply to the carrier homeported in Japan.

5. Responsibility

a. Type Commanders (TYCOMs) are responsible for SEAOPDET manning issues and requirements.

b. Shore AIMD Officers Supporting Carrier-Based Aircraft

(1) Coordinate with CV/CVN AIMD Officer for assignment of SEAOPDET personnel. Specific SEAOPDET requirements are listed in Activity Manpower Documents (AMD) for each T/M/S AIMD.

(2) Provide trained/qualified personnel for CV/CVN work-up/deployment. Ensure 80% stabilization of the SEAOPDET module from Composite Unit Training Exercise (COMPTUEX) through deployment.

(3) Provide trained/qualified personnel for shore-based detachments as negotiated with the Carrier Air Wing (CVW) Maintenance Officer.

(4) Ensure compliance with Chief of Naval Operations (CNO) directed Personnel Tempo of Operations (PERSTEMPO) directives.

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(5) Qualify SEAOPDET personnel for deployment utilizing maintenance training components, particularly On-the-Job Training (OJT), as outlined in Volume 5, Chapter 2, of NAMP following completion of their formal Naval Air Maintenance Training Group Detachment (NAMTRAGRUDET) training. The OJT period is complete when the individual is considered qualified for deployment.

Note: Ensure certification requirements are completed for AO/PR ordnance certification per COMNAVAIRLANTINST 8023.5G/COMNAVAIRPACINST 8023.3F.

(6) Assign SEAOPDET personnel to a specific Carrier Air Wing (CVW) SEAOPDET following qualifications.

(7) Ensure applicable SEAOPDET service, medical, dental, division officer, training and ordnance handling records are provided to the CV/CVN for all embarkations of 30 days or more. Personal Financial Records (PFRs) shall be provided as specified in paragraph 6k below.

(8) Ensure career counseling records are forwarded for all SEAOPDET personnel for all embarkations of 90 days or more.

(9) Ensure all SEAOPDET personnel have completed minimum firefighting training requirements as delineated in CINCLANTFLTINST 3541.1G/CINCPACFLTINST 3541.1B prior to embarkation.

(10) Include SEAOPDET personnel in the NAS Ombudsman Program.

(11) Report on the appropriate milestones assigned in the CV/CVN/CVW Readiness Development Plan.

(12) Conduct a seabag inspection three months prior to all major deployments for E-4 and below personnel.

(13) Upon commencement of CV/CVN work-ups, post-Selective Restricted Availability (SRA), provide Naval Aviation Logistics Command Management Information System (NALCOMIS) Personnel Module (NPM) updates monthly on billet structure, training, projected losses/gains, etc.

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(14) Conduct a pre-deployment brief for SEAOPDET members not later than 90 days prior to deployment.

(15) Identify a Petty Officer in Charge (POIC) for each SEAOPDET module.

c. CV/CVN AIMD Officers

(1) Coordinate with the shore AIMD Officer for specific SEAOPDET requirements and the assignment of SEAOPDET personnel.

(2) Provide administrative support for embarked SEAOPDET personnel.

(3) Ensure applicable SEAOPDET service, disbursing, medical, dental, division officer, training, ordnance handling and career counseling records are transferred to the applicable Personnel Support Activity Detachment (PSD) upon debarkation of SEAOPDET personnel. Specific policy for the management of Pay Financial Records (PFRs) is delineated in paragraph 6k below.

(4) Report applicable SEAOPDET readiness milestones.

(5) Train/qualify SEAOPDET personnel in General Damage Control and Surface Maintenance and Material Management (3-M) System Personnel Qualification Standards (PQS).

(6) Keep the supporting shore AIMDs informed of all proposed and confirmed schedule changes.

(7) Provide by naval message, a list of specific SEAOPDET requirements at least four weeks prior to embarkation.

(8) While deployed, provide monthly status reports to shore AIMD of personnel actions completed by CV/CVN, e.g., reenlistments, advancements, etc. When not deployed, submit monthly Situation Summaries (SITSUMs) identifying special training requirements as needed.

(9) Include SEAOPDET personnel in CV/CVN Ombudsman Program.

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(10) Upon completion of major work-up/deployment, provide updated NPM to respective NAS AIMD.

d. Carrier Air Wing (CVW) Maintenance Officers

(1) Arrange transportation for SEAOPDET personnel moving from/to the deployment site/CV/CVN whenever such movement coincides with air wing embarkation. Ensure the parent shore AIMD is an information addressee on all airlift request message traffic and is otherwise fully informed of airlift information. Ensure SEAOPDET POICs are fully briefed on airlift details, i.e., flight numbers, show times, etc. Ensure SEAOPDET personnel are assigned the same priority as all other passengers.

(2) Negotiate/coordinate intermediate level technician requirements for shore-based CVW/squadron detachments with the deployment support site and the home base/CV/CVN AIMD. Intermediate level personnel so assigned shall be TAD to the CVW/squadron.

6. Policy

a. Determination of SEAOPDET Embarkation Periods. SEAOPDET requirements for specific periods are subject to negotiation between the CV/CVN and shore AIMD Officers. SEAOPDET personnel support CVW operations, test bench/Test Program Set (TPS) verification and test bench repair as required. SEAOPDET personnel support for FRS Carrier Qualification (CQ) evolutions is not normally provided for the CV/CVN.

b. Reassignments. Once an individual is assigned to a specific SEAOPDET upon the completion of MTIP/OJT training, subsequent reassignments shall require the approval of the AIMD Officer. SEAOPDET personnel are usually detailed by Navy Enlisted Classification (NEC) code and assigned to a specific CVW by the AIMD Officer to meet CV/CVN/CVW support and MTIP/OJT training requirements. If the ship no longer requires that NEC, the member shall be assigned to a CVW that does require that NEC or retrained to another required NEC. All PERSTEMPO restrictions shall be strictly adhered to when considering reassignment of SEAOPDET personnel. If PERSTEMPO restrictions

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do apply, reassignments between CVW SEAOPDETs shall be reported to and controlled by Commander in Chief, U.S. Atlantic Fleet/Commander in Chief, U.S. Pacific Fleet via the chain of command. SEAOPDET personnel should not be reassigned from CVW to CVW to meet deployment manning requirements except in extreme cases.

c. Use of SEAOPDET Personnel for Support Services

(1) SEAOPDET personnel are not to be used for support services ashore, in order to provide maximum utilization of SEAOPDET skills and training.

(2) To provide maximum flexibility in the deployed environment, AIMD Officers afloat shall not use SEAOPDET personnel for support services outside of the department.

d. Integrated Services Support of SEAOPDET. To provide an avenue for growth of non-designated personnel, the integrated services billets were not transferred from the squadrons to the SEAOPDETs. Accordingly, squadrons shall continue to provide integrated services TAD based on number of SEAOPDET personnel assigned to AIMD.

e. Aerial Refueling Stores. Aerial Refueling Stores (ARS) maintenance personnel (NEC 8312) are now assigned as part of the SEAOPDET. ARS maintenance responsibilities shall continue as delineated in current TYCOM instructions.

f. TAD Funding

(1) Commander, Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT). TAD funding for SEAOPDET personnel shall be provided under the funding authorities as designated below:

(a) Cognizant NAS Comptrollers shall be responsible for funding the training and TAD requirements for SEAOPDET personnel while working under the station AIMD in regard to refresher, additional and follow-on training for mission essential areas and for deficient training areas. This shall include support of normal CVW ashore training detachments. NAS Whidbey Island SEAOPDET personnel assigned to a LANTFLT CVW shall be directly funded by COMNAVAIRLANT (N4133) on a case-by-case basis.

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(b) TAD required while embarked shall continue to be funded from the CV/CVN TADTAR grant.

(c) SEAOPDET Permanent Change of Station (PCS) while TAD to deployed CV/CVN:

1. Travel upon receipt of PCS orders for deployed SEAOPDET personnel permanently assigned to NAS Norfolk, NAS Oceana, NAS Cecil Field and NAS Jacksonville shall be funded by the parent NAS unless such travel is specifically authorized in the PCS orders per Joint Federal Travel Regulations (JFTR), paragraph U5120-B.

2. Travel upon receipt of PCS orders for deployed SEAOPDET personnel permanently assigned to NAS Whidbey Island shall be funded from the CV/CVN TADTAR grant; unless such travel is specifically authorized in the PCS orders per JFTR, paragraph U5120-B.

(d) Return travel for deployed SEAOPDET personnel who are separating from the Navy.

1. Travel for deployed SEAOPDET personnel permanently assigned to NAS Norfolk, NAS Oceana, NAS Cecil Field and NAS Jacksonville, who are separating from the Navy, shall be funded by the parent NAS. NASSs should ensure return funding is provided at the time of TAD order issuance by writing the itinerary as follows: NAS, (city, state) to appropriate CV/CVN and return to NAS, (city, state).

2. AIMDs shall ensure individuals who are separating liquidate travel claims within five working days of return from the CV/CVN.

3. Travel for deployed SEAOPDET personnel permanently assigned to NAS Whidbey Island, who are separating from the Navy, shall be funded by the CV/CVN TADTAR grant.

(e) Emergency Leave. When on CVW training detachments during work-ups or deployment, the ship shall be responsible for funding travel between the ship and Continental United States (CONUS) and return.

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(f) Special/Temporary Assignments to CVs/CVNs. When a ship requests individuals with specific NEC for special/temporary assignment, i.e., TPS/bench verification and not in direct support of air wing operations, the ship shall be responsible for funding all expenses to and from the parent NAS.

(2) Commander, Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC). TAD funding for SEAOPDET personnel shall be divided under the funding authorities as designated below:

(a) Cognizant NAS Comptrollers shall be responsible for funding the training and TAD requirements for SEAOPDET personnel while working under the station AIMD in regard to refresher, additional and follow-on training for mission essential areas and for deficient training areas. This shall include support of normal CVW ashore training detachments.

(b) TAD required in support of CV/CVN while embarked shall be funded from the TADTAR grant. TAD required in support of CVW shall be funded from the CVW TADTAR grant.

(c) SEAOPDET PCS While TAD to a Deployed CV/CVN. Travel to the parent NAS for SEAOPDET personnel in conjunction with PCS orders shall be funded by the shore AIMD, unless such travel is specifically authorized in the PCS orders per JFTR, paragraph U5120-B.

(d) COMVAQWINGPAC personnel TAD travel for Atlantic Fleet (LANTFLT) deployments shall be funded per reference (a).

g. Enlisted Evaluations. Enlisted performance evaluations shall be completed per reference (b) as detailed below.

(1) Upon assignment of the SEAOPDET to the CV/CVN for a deployment of 90 days or more, the date of detachment from the NAS indicated on the TEMADD orders will start the Concurrent period of reporting for the CV/CVN.

(2) Periodic reports coming due during the time the individual is attached to the CV/CVN for deployment shall be completed as concurrents by the CV/CVN and forwarded via the NAS Commanding Officer (regular reporting senior). Block 41 shall include the statement, "Assigned TAD to SEAOPDET component

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onboard USS _____. The shore AIMD Officer shall process the report per reference (b) and forward it to the Navy Personnel Command (NAVPERSCOM) (NPC-311). Periodic reports are not required if it has been less than 90 days since the last report.

(3) On detachment of the individual from the CV/CVN following deployment, a concurrent detachment of individual evaluation will be completed and forwarded via the shore AIMD Officer who shall process the report per reference (b) and forward it to NAVPERSCOM (NPC-311). If transfer occurs within 90 days of the end of the periodic reporting period, a letter extension may be submitted per Annex D, paragraph D-5 of reference (b). The letter extension shall be sent via the NAS Commanding Officer who shall endorse the letter acknowledging the periodic report has been extended and shall forward the letter to NAVPERSCOM (NPC-311).

(4) Other reports which may come due while the individual is deployed on the CV/CVN (e.g., advancement) shall be completed by the CV/CVN as concurrents and forwarded via the NAS Commanding Officer.

(5) Feeder reports covering performance onboard the CV/CVN for periods greater than 30 days but less than 90 days (continuous or short periods close together which in aggregate total 30 to 90 days; i.e., work-ups) may be submitted based on agreement between the CV/CVN and NAS Commanding Officers. Feeder reports for periods of 30 days or less shall not be required.

h. Non-Judicial Punishment (NJP). SEAOPDET personnel committing offenses subject to NJP disposition shall normally fall under the NJP jurisdiction where the offense was committed; i.e., NAS Commanding Officers shall coordinate to select the most appropriate NJP authority.

i. Mail. Shore AIMD/CV/CVN AIMD Officers shall submit changes of location as necessary to ensure mail is properly routed. SEAOPDET personnel should use post office Zip Code assigned to the CV/CVN to which their detachment is assigned.

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j. Pay Financial Records (PFRs). SEAOPDET PFRs shall be managed as follows:

(1) Detachments Less Than 30 Days. Utilize the emergency payments to members without PFR procedures specified in PAYPERSMAN 40310.

(a) The shore AIMD Officer shall provide PSD with the inclusive dates of deployment and a listing of those individuals going on the detachment at least seven days prior to departure.

(b) Three to four days prior to payday, the PSD disbursing officer maintaining the PFRs shall transmit a message to the CV/CVN indicating the amount the member is authorized to be paid.

(c) The CV/CVN disbursing officer shall transmit a message to the parent PSD disbursing officer containing the following information for posting to the member's Leave and Earnings Statement (LES) and PFR: the actual amount each member was paid, the payroll number, the Disbursing Officer's Symbol Number (DSSN) and the date of payment.

(d) Career Sea Pay (CSP) shall be credited upon return from detachment by utilizing the CSP certification sheet (reference (c)) that shall be attached to the TAD orders and completed by the CV/CVN personnel officer.

(2) Detachments In Excess of 30 Days

(a) PFRs shall be hand carried by the Detachment POIC between the PSD and the CV/CVN disbursing officer.

(b) Detaching/reporting endorsements shall be prepared by the CV/CVN personnel officer/PSD as appropriate.

(c) The Detachment POIC shall:

1. Ensure the CSP certification sheet is completed each 30 days, attached to the TAD orders and forwarded to the CV/CVN disbursing officer for CSP documentation.

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2. Upon return from the detachment, forward the TAD orders and CSP certification sheet to the PSD within five working days of return. The original shall be turned over to the PSD disbursing officer with a copy of each provided to the PSD personnel officer for inclusion in the members' Enlisted Service Records.

(3) SEAOPDET Disbursing Clerk (DK) Support. AIMD augmentee PFRs were centrally maintained by the PSD/CV/CVN disbursing office both prior to and subsequent to the advent of SEAOPDET. Since the number of PFRs maintained did not change, no additional DK support is warranted. In order to provide continuity of responsibility, squadron DKs shall be given responsibility for a block of SEAOPDET PFRs with the same assigned parent NAS and CV/CVN as their parent squadron.

(4) Payroll Preparation. The disbursing officer currently holding the PFR is responsible for payroll preparation whenever the payday shall fall within four working days after the departure of SEAOPDET personnel enroute to the parent NAS/assigned CV/CVN.

k. Cashing of Personal Checks. Afloat disbursing officers are requested to provide personal check cashing services for SEAOPDET personnel assigned regardless of whether the disbursing officer maintains the member's pay account onboard per reference (d). The following responsibilities/procedures apply:

(1) CV/CVN AIMD Officer

(a) Provide a list of SEAOPDET personnel and their parent command/PSD to the disbursing officer for each at-sea period of less than 30 days.

(b) Brief all SEAOPDET personnel check cashing is a privilege, abuse of which may lead to UCMJ/NJP proceedings and the suspension/termination of the privilege per references (d) and (e).

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(2) CV/CVN Disbursing Officer

(a) Ensure the following information is provided on the reverse of the personal check (if not already pre-printed on the front):

- * Rate
- * Social Security Number
- * Complete Parent Command (NAS) and Home Mailing Address.
- * Local Telephone Numbers, both home and work.

(b) Upon receipt of a dishonored check:

- * SEAOPDET Personnel Still On Board. Take collection action per reference (d), subparagraphs (1) and (2).
- * SEAOPDET Personnel No Longer On Board. Take collection action per reference (d), subparagraphs (1) and 5B(4); and notify the SEAOPDET parent Commanding Officer by letter or message with a copy to the appropriate PSD disbursing officer.

(3) SEAOPDET POIC. One month prior to ship's return, POIC shall work with each shop's supervisor to compile all requests for single Basic Allowance for Quarters (BAQ), Variable Housing Allowance (VHA) and Commuted Rations (COMRATS) for his returning SEAOPDET personnel and forward them to parent NAS for approval. After return of detachment, approved requests shall be forwarded to detachment PN, who shall complete the required administrative action to credit the SEAOPDET personnel pay and allowances.

1. Command Advancement Program (CAP). NAS Commanding Officers have the authority to CAP SEAOPDET personnel under the provisions of reference (f). The following CAP responsibilities/procedures apply:

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(1) CV/CVN AIMD Officers

(a) Semiannually, prior to the advancement examinations (and at any other time deemed appropriate), convene a board to nominate SEAOPDET personnel to the parent shore AIMD for CAP.

(b) Nominations resulting from the semiannual board are to be forwarded via CV/CVN Commanding Officer to the parent NAS to arrive not later than 15 May and 15 November of each year (negative reports required). Other CAP nominations may be forwarded at any time.

(c) Nominations are to include the following:

1. Completed NAVEDTRA 1430/2.

2. Nomination justification.

3. Information required to complete the Examination Answer Sheet and worksheets (reference (f), enclosure (1), paragraph 4)).

(d) Sailor of the Year inputs shall be forwarded to reach the parent AIMD not later than 15 January.

(2) NAS Commanding Officers

(a) Convene a CAP Board upon receipt of the semiannual CV/CVN nominations and at any other time deemed appropriate.

(b) Advise all nominating CVs/CVNs of the CAP board results.

(c) Expeditiously forward advancement authorizations to embarked CAP selectees.

(d) Forward selectee answer sheets and worksheets, per reference (f).

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m. Special Program Nominations/Applications and Awards

(1) Ashore. Special program (LDO, CWO, ECP, OCS, etc.) nominations/applications ashore shall be submitted, per existing instructions.

(2) Afloat. Special program nominations/applications for SEAOPDET personnel embarked on a CV/CVN shall be prepared and processed as if the individual were a member of ship's company. However, the completed nomination/application shall be forwarded via the NAS Commanding Officer for a second endorsement.

n. Post-Deployment/At-Sea Leave/Liberty

(1) SEAOPDET personnel shall generally be afforded the same post-embarkation liberty and leave opportunities as provided ship's company personnel. This shall normally entail 72 hours post-deployment liberty and 15 days of leave during the first 30 days after return from deployment.

(2) Leave Submission Procedures

(a) Leave requests for the 30 day post-deployment period shall be submitted via the embarked chain of command.

(b) Leave following short at-sea periods shall normally be submitted via the NAS chain of command prior to embarkation. Exceptions are subject to negotiation between the CV/CVN and NAS.

(c) Leave outside of the 30 day post-deployment period shall be submitted via the shore chain of command.

(3) Twenty days prior to arrival following a deployment/at-sea period, the CV/CVN Commanding Officer shall provide the NAS with a message delineating the post-debarkation leave and liberty policy and a specific listing (name, rate, SSN and leave dates) of leave granted.

(4) Within 10 days of receipt of leave message, the parent NAS shall provide a listing of assigned leave control numbers (LCNs) not later than five days prior to debarkation.

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(5) The detachment POIC shall ensure leave paper copies are delivered as follows upon return:

(a) Pink copy to parent AIMD.

(b) Green copy to parent PSD.

o. Advancement Examinations

(1) Advancement examinations shall normally be ordered from the Navy Education and Training Program Management Support Activity (NETPMSA) by the activity holding the Enlisted Service Record.

(2) In those cases where SEAOPDET personnel are scheduled to embark/debark their assigned CV/CVN subsequent to the ordering of the examination (i.e., the advancement examination shall be administered by an activity other than the one ordering the examination), the ordering activity shall:

(a) Order the examinations from NETPMSA, specifying the examinations are to be sent directly to the identified administering activity.

(b) Forward completed NAVPERS 1430's to the administering activity not later than 30 days prior to the examination date.

p. Security Clearances

(1) Early in the turnaround cycle, the CV/CVN Commanding Officer shall identify to the NAS the security access required for each billet.

(2) The NAS Commanding Officer shall provide security clearance information to the CV/CVN by keeping the Naval Manpower Personnel (NMP) database up-to-date.

(3) Ensure OPNAV 5520/20 forms are updated and included with SEAOPDET service record.

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q. Physical Readiness Tests (PRT)

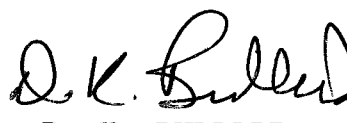
(1) To minimize the embarked PRT requirements, SEAOPDET personnel should be scheduled for PRTs prior to and upon return from deployment.

(2) PRT failures shall have appropriate administrative actions completed prior to embarking CV/CVN.

r. Unit Identification Markers (UIMs). All SEAOPDET personnel shall wear the UIM of their parent activity only.

s. Inter-AIMD Liaison. Direct liaison on SEAOPDET matters between the shore AIMD and the CV/CVN AIMD Officers is authorized and encouraged. Communication and documentation of all personnel matters affecting SEAOPDET personnel are paramount to the success of the program.


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